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<b>TRANSMITTAL SLIP</b>		DATE <b>26 February 1963</b>
TO: <input type="text"/>		
ROOM NO. <b>3E-24</b>	BUILDING <b>Headquarters</b>	
REMARKS:		
<p><b>Roy:</b></p> <p>The attached copy of our Survey of Operations Division, OEL is in accordance with my conversation with you recently. It was a real pleasure to work with <input type="text"/> and his people.</p>		
<input type="text"/>		
ROOM NO. <b>604</b>	BUILDING <b>1016 16th St.</b>	<input type="text"/>

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

☆ GPO : 1957 - O - 439445

25 APR 1963

25X1 Administrative Assistant, DD/R  
[redacted] B E -24, Ng.

Chief, Records Management Staff/ DDS

Staff Study of DD/R Registry

25X1 1. Attached is a Staff Study of the Registry operations in DD/R, prepared by [redacted] of this staff, in accordance with your request. This study contains 5 recommendations for improving mail and registry operations.

2. One of these recommendations proposes the use of a six-part form to control Top Secret and Sensitive documents in lieu of the present one part form. Another concerns the establishment of a more uniform procedure to guide DD/R mail personnel in selecting mail that should be controlled.

3. This office will be very happy to assist as appropriate in the implementation of any of these recommendations.

4. I wish to express my appreciation to members of your office, particularly [redacted] for assistance and cooperation given during this survey. 25X1

25X1 [redacted]

Attachment

25X1 cc. [redacted]

25X1  
DBS/RMS/RD&SB/ [redacted]

(24 April 1963)

*Return to  
65-503*

25X1 [redacted]